

Article 22
PAID SICK LEAVE

- A. Allowance. Every unit member in a permanent or limited term position shall be credited with four (4) hours of paid sick leave for each completed eighty (80) hours of service or to a prorated amount if paid service is less than eighty (80) hours in the pay period. Paid service in excess of eighty (80) hours in a biweekly work period shall not be counted.
1. Sick leave shall be credited at the end of the biweekly work period. Sick leave shall be considered as available for use only in pay periods subsequent to the biweekly work period in which it is earned. The prorated amount shall be based on the number of hours in pay status divided by eighty (80) hours multiplied by four (4) hours.
 2. Sick leave shall not be allowed in advance of being earned. If a unit member has insufficient sick leave credits to cover a period of absence, no allowance for sick leave shall be posted in advance or in anticipation of future leave credits. In the absence of sick and annual leave credits, payroll deduction (lost time) for the time lost shall be made for the work period in which the absence occurred. The unit member may elect not to use annual leave to cover such absence.
- B. Utilization. Sick leave may be utilized by a unit member with the approval of the Appointing Authority for the following reasons:
1. In the event of illness, injury, temporary disability, or exposure to contagious disease endangering others, or for illness or injury in the immediate family, which necessitates absence from work. "Immediate family" in such cases means the unit member's spouse, children, parents or foster parents, parents-in-law, brothers, sisters, and any persons for whose financial or physical care the unit member is principally responsible.
 2. Sick leave may be used for absence caused by the attendance at the funeral of a relative, or person for whose financial or physical care the unit member has been principally responsible.
 3. Sick leave may also be used for an appointment with a physician, dentist, or other professional licensed medical practitioner to the extent of time required to complete such appointments when it is not possible to arrange such appointments for non-duty hours. For purposes of this Section, the terms doctor and other licensed medical practitioner shall include a psychologist and/or chiropractor only if such practitioner is licensed by a state, and only if such appointment is a result of a direct referral by a licensed Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.).

4. A unit member may also use sick leave for a health screening appointment at an authorized Employer operated health screening unit.
- C. Disability Payment. In case of a work incapacitating injury or illness for which a unit member is or may be eligible for work disability benefits under the Michigan Workers' Disability Compensation law, such unit member, with the approval of the Appointing Authority, may be allowed salary payment which, with the work disability benefit, and any other statutory benefit, equals two-thirds (2/3) of the base salary or wage. Leave credits may be utilized to the extent of the difference between such payment and the unit member's base salary or wage.

D. Pay for Accumulated Sick Leave

(Employees Initially Hired Before 10/1/80)Pay for Accumulated Sick Leave

1. A unit member who separates from the state classified service for retirement purposes in accordance with the provisions of a State Retirement Act shall be paid for fifty percent (50%) of unused accumulated sick leave as of the effective date of separation, at the unit member's final base rate of pay.
2. Upon separation from the state classified service for any reason other than retirement or death, the unit member shall be paid for a percentage of unused accumulated sick leave in accordance with the following table of values. Payment shall be made at the unit member's final base rate of pay.

<u>Sick Leave Hours</u>	<u>Percentage Paid</u>
Less than 104	0
104 - 208	10
209 - 416	20
417 - 624	30
625 - 832	40
832 or more	50

3. No payoff under this Section shall be made to any unit member initially appointed to the state classified service on or after October 1, 1980.
- E. Proof. All requests for use of sick leave shall be certified by the unit member as to its purpose. The Appointing Authority may require that a unit member, at the Appointing Authority's cost, present medical certification of physical or mental fitness to continue working.
- F. Return to Service. Previous unused sick leave allowance shall be placed to the credit of a laid off unit member upon return to permanent

employment within five (5) years of such layoff. A separated unit member who received payment for unused accumulated sick leave under this Section and who returns to service shall not be credited with any previous sick leave allowance.

- G. Transfer. Any unit member who transfers, or who is reassigned without a break in service from one principal Department to another shall be credited with any unused accumulated sick leave balance by the principal Department to which transferred or reassigned.